

## **City Clerk for the City of Brownsville**

The City Clerk's position is responsible for the financial activities of the City related to budgeting, accounting, purchasing, tax collections, etc. They are also responsible for a broad range of administrative and support-related functions Under the general administrative direction of the City Mayor.

Must be able to record minutes and maintain records of the proceedings of the governing body and other meetings

Needs extensive education or background in accounting, budgeting, reconciliation of bank statements.

Must be knowledgeable in preparing and overseeing annual budgets.

City Clerk is responsible for issuance of licenses and maintaining records related to such.

Must have extensive knowledge of the principles and practices of Generally Accepted Accounting Principles and modern municipal accounting, budgeting and finance.

### ***Education Required:***

- Bachelor of Business Administration in Accounting, Finance, or closely related field;
- Master's Degree is a plus but not required.
- CPA and/or Certified Municipal Finance Officer designation is preferred.
- Five (5) to seven (7) years of progressively responsible managerial positions in accounting and financial management required.